

## राष्ट्रीय कृषि और ग्रामीण विकास बैंक

व्यापार-वार आपूर्ति, रखरखाव और मरम्मत कार्यों के लिए  
ठेकेदार/आपूर्तिकर्ता/विक्रेता/सेवा प्रदाता के लिए मनोनयन सूचना  
नाबार्ड टॉवर, रेलहेड कॉम्प्लेक्स, सरस्वती धाम के पास, रेलवे रोड, जम्मू - 180012  
dpsp.jammu@nabard.org

आवेदक का नाम \_\_\_\_\_

पता

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जारी करने की तिथि	: 04 May 2023
जमा करने की अंतिम तिथि	: 25 May 2023 by 1400 hrs
खुलने की तिथि और समय	: 25 May 2023 by 1500 hrs

### **मुख्य महाप्रबंधक**

जम्मू और कश्मीर क्षेत्रीय कार्यालय,  
नाबार्ड टॉवर, रेलहेड कॉम्प्लेक्स,  
सरस्वती धाम के पास,  
रेलवे रोड, जम्मू - 180012

**NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT**

NOTICE FOR EMPANELMENT  
OF  
CONTRACTORS /SUPPLIERS / VENDORS /SERVICE PROVIDERS FOR TRADE-WISE  
SUPPLY, MAINTENANCE AND REPAIR WORKS  
at  
NABARD Tower, Railhead Complex, Near Saraswati Dham, Railway Road, Jammu - 180012  
[dpsp.jammu@nabard.org](mailto:dpsp.jammu@nabard.org)

NAME OF APPLICANT \_\_\_\_\_

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF ISSUE	: 04 May 2023
LAST DATE FOR SUBMISSION	: 25 May 2023 by 1400 hrs
DATE AND TIME OF OPENING	: 25 May 2023 by 1500 hrs

THE CHIEF GENERAL MANAGER  
J&K Regional Office, NABARD Tower,  
Railhead Complex, Near Saraswati Dham,  
Railway Road, Jammu - 180012

**CHECKLIST FOR SUBMISSION OF APPLICATION\***

<b>S. No.</b>	<b>Particulars</b>	<b>Submitted (Yes/No)</b>
1	The application duly filled submitted in a sealed envelope	
2	The application submitted on applicant's letterhead as per <b>Enclosure (C)</b>	
3	Application super-scribed as “ <b>Empanelment of contractors/suppliers for maintenance and repair works</b> ” on the cover and addressed to Chief General Manager, J&K Regional Office, NABARD Tower, Railhead Complex, Near Saraswati Dham, Railway Road, Jammu - 180012	
4	The trade and category in which empanelment is desired is indicated on top of the envelope	
5	Copies of Work orders, Completion Certificates in support of experience of related trade/business submitted (last 03 years <b>as on 31 Jan 2023</b> )	
6	Copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial Standing submitted	
7	Details of Labour License / Pest License / Electrical License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
8	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached	
9	Copy of Details of Registrations, if any, (i) Under Companies Act / Cooperative Societies Act (ii) GST - enclosed	
10	Information duly furnished in <b>Enclosure (B)</b> along with supporting documents	
11	Bank details furnished in <b>Enclosure (D)</b>	
12	Copy of cancelled cheque enclosed	
13	PF Account Number (If Applicable)	

Note: Checklist is indicative only. Applicant is requested to go through the application proforma carefully before submission and submit all the information/documents required.

**National Bank for Agriculture & Rural Development  
J&K Regional Office, NABARD Tower,  
Railhead Complex, Near Saraswati Dham,  
Railway Road, Jammu – 180012**

**General Conditions of Empanelment**

National Bank for Agriculture & Rural Development (NABARD), J&K Regional Office, Jammu intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in Jammu and Resident-Cum-Offices (RCOs) in J&K. The office building is located at Railhead Complex, Near Saraswati Dham, Railway Road, Jammu - 180012. The empanelment will remain in force for two years i.e. **from 01 June 2023 to 31 March 2025 subject to annual review every year**. If the services provided by the vendor / service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, the bank reserves the right to remove such vendor / service provider from the empaneled list. The vendor must have its own adequate technical set up in Jammu so that the complaints / works may be attended to well in time. The vendor must have sufficient number of experienced personnel, technical know-how, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.

The vendor must have an experience of having successfully completed similar works/ services in the last three years (**as on 31 March 2023**). At least one work should have been done in Autonomous body/ State or Central Government Department or Institution/ Govt. Institute, bank/ financial institution or any other reputed institution. The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.

The vendor should have an Annual Turnover as mentioned in Enclosure 'E' during each of the last three years ending **31 March 2023** supported with copies of audited Balance Sheets or a Registered Chartered Accountant certified Statement of Accounts.

An Undertaking by the Authorized signatory of the Vendor on the letter head of the Vendor stating that the Vendor has not been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice is also required.

The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence. Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the vendor/ vendors representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act. 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Jammu.

Vendors, Suppliers. Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

Application form can be downloaded from the website <https://www.nabard.org>. The application duly filled in shall be **submitted in a sealed envelope** super-scribed as "Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)" on the cover and addressed to **Chief General Manager, Railhead Complex, Near Saraswati Dham, Railway Road, Jammu - 180012 on or before 1400 hrs, 25 May 2023.**

The vendors who are already empaneled by the Bank and whose empanelment is up to **31 March 2023** are also required to apply afresh if they want to continue on the panel.

All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in **Enclosure (D)**.

#### **Other Conditions:**

Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per **Enclosure (B)** in order to be considered for empanelment.

While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.

Information furnished in the proforma will be kept confidential.

The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. **Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.**

Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, J&K Regional Office, DPSP Section, Jammu. Phone Nos. +91 9829005012 and vide email to [dpssp.jammu@nabard.org](mailto:dpssp.jammu@nabard.org) on any working day between 1000 hrs and 1730 hrs.

#### **Enclosures:**

**Enclosure (A)** - Trade wise list of items along with description of different categories under each trade based on the estimated cost of work/ supply

**Enclosure (B)** - Basic Information (General & Financial details)

**Enclosure (C)** - Covering letter to be submitted on applicant's letter head

**Enclosure (D)** - Details of Bank account of the applicant

**Enclosure (E)** - Eligibility Criteria – Trade Wise

### Enclosure (A)

The empanelment shall be carried out for different categories under each trade/sub trade based on the estimated cost of work/ supply. There are four categories based on the estimated cost of work/ supply, as detailed below:

#### (A) The Details of Works included under each trade

Sr. No.	Trades	Category	Additional documents required addition to eligibility criteria
1	<b>Civil Works</b>	<b>1.1 <u>General repair, Maintenance and Civil Engineering/Architectural Consultancy</u></b> General repair, maintenance works like painting, plumbing, carpentry, renovation, civil masonry works, external glass and building cleaning, tile works, external cladding, structural audit, engagement of architect/civil engineer etc.	NA
		<b>1.2 <u>Fabrication &amp; aluminium works</u></b> General repair & MS fabrication, MS structure works, aluminum window, cabin, door works, fencing etc.	NA
		<b>1.3 <u>Supply of furniture</u></b> Supply of furniture items like beds, sofa sets, chairs, table, dining sets, cots, workstation (modular), modular furniture and modular kitchen etc.	Proof of having showrooms, or warehouse, shop floor, authorised dealers
		<b>1.4 <u>Civil interior works</u></b> Works like wooden flooring, wooden works, polishing work. blinds, name plates, signboards, glass, curtains, UPVC window & door etc.	NA.
		<b>1.5 <u>Waterproofing</u></b> Waterproofing works and chemical treatment works though (authorised applicator)	Proof of authorised applicator, tie up with OEM, applicator.
		<b>1.6 <u>Supply of civil items</u></b> Supply of carpentry and plumbing related items and serices.	Proof of shop, Warehouse or tie-up with authorized seller
2	<b>Electrical Work</b>	<b>2.1 <u>General repair and maintenance</u></b> General electrical repair and maintenance works, energy audit, wiring, panel works, cable laying, LAN cabling, telephone cabling, pump repair, transformer, circuit breakers maintenance, repair of electrical gadgets, DG Gen-Set etc.	Electrician license, Supervisory license for carrying out works in LT & HT (400 V - 11 kV)

3	<b>Other Work</b>	<b>2.2</b>	<b><u>Telecommunication and Security System works</u></b> Supply, repair and maintenance works of telecommunication equipment's EPABX system, Access Control Systems, intercom, CCTV, conference system, wireless set etc.	Authorised dealership letter form OEM, authorised service provider letter is required.
		<b>2.3</b>	<b><u>AC &amp; HVAC works</u></b> Repair and maintenance works of split, Window, cassette AC, tower AC and HVAC related system	OEM Certificate
		<b>2.4</b>	<b><u>Supply of electrical items</u></b> Supply of electrical items for day to day, maintenance works. i.e. tube lights, fans, exhaust fan, geysers, switch, sockets, cables, fuses etc.	Proof of shops, showrooms, go down, authorised dealership from OEM, traders.
		<b>2.5</b>	<b><u>Supply of electrical Gadgets</u></b> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine UPS, Inverter, etc.	Proof of shops, showrooms, go down, authorised dealership from OEM.
	<b>Other Work</b>	<b>3.1</b>	<b><u>Horticulture works</u></b> Supply of plants, fertilizers, seeds, pots, planters and horticulture related items	Having nursery setup in Jammu or tie up with nursery in Jammu.
		<b>3.2</b>	<b><u>Potted Flower/Florist supply/Planters</u></b>	
		<b>3.3</b>	<b><u>Housekeeping Services and Cleaning Items</u></b> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.	Proof of shop, Authorised supplier, wholeseller etc.
		<b>3.4</b>	<b><u>Pest control works</u></b> Pest control services, sanitization, fogging, anti-termite treatments, rodent treatments, fumigation, fogging with Virax II 256 chemical.	IPA certified firm/Certificate
		<b>3.5</b>	<b><u>Scrap disposal</u></b> Disposal of the scrap material, metal, electronics items, unusable items, paper etc.	Scrap dealer or firm having setup or tie-up with e-disposal firms.
		<b>3.6</b>	<b><u>Cleaning works</u></b> Water Tank's cleaning works of overhead and underground tanks, water tanker supplier	NA
		<b>3.7</b>	<b><u>Firefighting equipment &amp; services</u></b> Supply and maintenance of the firefighting equipment's i.e. fire extinguisher, fire alarm systems, fire hydrant, fire pump, other firefighting equipment.	NA

		<b>3.8</b>	<b><u>Cleaning &amp; repair of carpets/ chairs/ sofa venetian/curtains/blinds</u></b> Blinds, Curtains/Personal Computers/ Printers/Photocopier Machines, Work Stations etc.	NA
		<b>3.9</b>	<b><u>Supply of Nameplates, Flex Banners and Electrical/Electronic signage(LED Signboards)</u></b>	
		<b>4.0</b>	<b><u>Printing</u></b> Printing of Bank's various publications for internal circulation & wider circulation. Bank's letterheads, envelopes of various sizes, registers, visiting cards, etc.	
		<b>4.1</b>	<b><u>IT Hardware, Software &amp; Services</u></b> Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.	Proof of shops, showrooms, warehouse, authorised dealership from OEM, traders
		<b>4.2</b>	<b><u>Office Stationery purchases</u></b> All office stationery items like white paper, ledger paper, register, pens, writing pads, envelopes, file boards, plastic folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal, etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs, etc.	
		<b>4.3</b>	<b><u>Medical Equipments</u></b> All types of medical equipment like weighing machine, BP monitor, etc.	

**B) Details of Categories (Applicant applying for higher category will be considered for lower category automatically)**

- Category-I –** For procurement of goods, services & works costing up to Rs 2 lakh.
- Category-II –** For procurement of goods, services & works costing above Rs 2 lakh and up to Rs 5 lakh.
- Category-III -** For procurement of goods, services & works costing above Rs 5 lakh and up to Rs 10 lakh.
- Category-IV –** For procurement of goods, services costing above Rs 10 lakh and up to Rs 25 lakh (for procurement of works upto Rs 50 lakh).



**(C) Requirement of Empanelment in following List of Trades (Category-wise)**

Sr. No.	Trades	As mentioned at point (A)	Categories			
			Category I	Category II	Category III	Category IV
1	<b>Civil Works</b>	<b>1.1</b>	Yes	Yes	Yes	Yes
		<b>1.2</b>	Yes	Yes	Yes	Yes
		<b>1.3</b>	Yes	Yes	Yes	Yes
		<b>1.4</b>	Yes	Yes	Yes	Yes
		<b>1.5</b>	Yes	Yes	Yes	Yes
		<b>1.6</b>	Yes	Yes	Yes	Yes
2	<b>Electrical Works</b>	<b>2.1</b>	Yes	Yes	Yes	Yes
		<b>2.2</b>	Yes	Yes	Yes	Yes
		<b>2.3</b>	Yes	Yes	Yes	Yes
		<b>2.4</b>	Yes	Yes	Yes	Yes
		<b>2.5</b>	Yes	Yes	Yes	Yes
3	<b>Other Works</b>	<b>3.1</b>	Yes	Yes	Yes	Yes
		<b>3.2</b>	Yes	Yes	Yes	Yes
		<b>3.3</b>	Yes	Yes	Yes	Yes
		<b>3.4</b>	Yes	Yes	Yes	Yes
		<b>3.5</b>	Yes	Yes	Yes	Yes
		<b>3.6</b>	Yes	Yes	Yes	Yes
		<b>3.7</b>	Yes	Yes	Yes	Yes
		<b>3.8</b>	Yes	Yes	Yes	Yes
		<b>3.9</b>	Yes	Yes	Yes	Yes
		<b>4.0</b>	Yes	Yes	Yes	Yes
		<b>4.1</b>	Yes	Yes	Yes	Yes
		<b>4.2</b>	Yes	Yes	Yes	Yes
		<b>4.3</b>	Yes	Yes	Yes	Yes

**Enclosure (B)**  
**Basic information**

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	1. 2. 3. 4. 5.
6.	Name of the proprietor/partners or directors in the organization	
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract (copy to be enclosed)	
9.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents (copy of proof of completion/work order) for last 03 years as on 31 Jan 2023	_____ Years
10.	Have you in the past carried out any works for NABARD? If yes, give details	
11.	Address of Jammu Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge.	
<b>B. Financial Information</b>		
1.	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	

2.	GST No. (enclose copies of relevant documents)	
3.	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4.	Annual turnover during the last three years	2020-21 (Rs. ....) 2021-22 (Rs. ....) 2022-23 (Rs. ....)
5.	Indicate if involved in any litigation at present in similar type of contracts	
6.	Any civil suit arisen in the contracts of works executed, if any, please give brief details	
7.	Number of supplementary sheets attached to Enclosure (B)	

**Place:**

**Date:**

**Signature of the Applicant**

## Enclosure (C)

(To be submitted on contractor's own Letter head)

No.....

Date: .....

**Dr. A K Sood**

Chief General Manager  
J&K Regional Office, NABARD Tower,  
Railhead Complex, Near Saraswati Dham,  
Railway Road, Jammu – 180012

Madam/Dear Sir

### Empanelment of Contractor for NABARD, J&K Regional Office, Jammu

With reference to your advertisement on NABARD Website on ..... (date) for the empanelment of the contractors and having read and understood the Empanelment Notice, general conditions to the empanelment appended to the application and all other relevant information, I am / We are pleased to offer myself/ourselves to be empanelled under in the Bank as Contractor/ Supplier in the following trade(s)/ sub-trade(s) and category (ies): **(Tick whichever applicable) refer para A, B, C under Enclosure (A)**

Sr. No.	Trades	As mentioned at point (A)	Categories			
			Category I	Category II	Category III	Category IV
1	Civil Works	1.1				
		1.2				
		1.3				
		1.4				
		1.5				
		1.6				
2	Electrical Works	2.1				
		2.2				
		2.3				
		2.4				
		2.5				
3	Other Works	3.1				
		3.2				
		3.3				
		3.4				
		3.5				
		3.6				
		3.7				
		3.8				
		3.9				

		4.0				
		4.1				
		4.2				
		4.3				

**(Applicant applying for higher category will be considered for lower category automatically)**

2. I am/We are already registered with “.....” (write the name of the Govt./Semi Govt./ Govt. Undertakings, PSUs with which the applicant registered). All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

3. I/We have read the instructions appended to the proforma and I / We understand that if any false information is detected at the later date, any future contact made between ourselves and the NABARD, J&K Regional Office, Jammu on the basis of the information given by me/us will be treated as invalid.

4. I /We agree that decision of the NABARD, J&K Regional Office, Jammu in selection of the contractors will be final and bindings on me/us.

5. All the information furnished under Enclosures (A), (B) & (D) is correct to the best of my/our knowledge.

6. I / We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.

7. I/We, therefore, request you to kindly do the needful to empanel me/us under “.....” (Write the name of the trade(s) under which the applicant wants to be empanelled) trade.

Thanking you

Yours faithfully

**(Signature of Authorized person on behalf  
Of the Firm/Agency/Contractor)**

**Enclosure (D)**

**Details of the Bank's Account**

<b>1.</b>	Name of the Vendor / Firm / Contractor	
<b>2.</b>	Name of the Account Holder	
<b>3.</b>	Registered Address of the Vendor / Firm	
<b>4.</b>	Name of the Bank's branch and Address	
<b>5.</b>	Bank's Code and Branch's Code	
<b>6.</b>	IFSC Code of the Bank's Branch	
<b>7.</b>	Type of Account(Current/Saving/Cash credit)	
<b>8.</b>	Account Number	
<b>9.</b>	PAN Number	
<b>10.</b>	Other details, if any	

Note: A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed

**(Signature and Full Name of the  
authorized person with seal on  
behalf of Firm/Agency/Contractor)**

**Place:**

**Date:**

**Enclosure (E)**  
**Eligibility Criteria Trade Wise**

**A. Annual Turnover**

Sr. No.	Trades	Category	Annual Turnover (Rs.)
1	<b>Civil Works</b>	<b>1.1 <u>General repair, Maintenance and Civil Engineering/Architectural Consultancy</u></b> General repair, maintenance works like painting, plumbing, carpentry, renovation, civil masonry works, external glass and building cleaning, tile works, external cladding, structural audit, engagement of architect/civil engineer etc.	
		<b>1.2 <u>Fabrication &amp; aluminium works</u></b> General repair & MS fabrication, MS structure works, aluminum window, cabin, door works, fencing etc.	
		<b>1.3 <u>Supply of furniture</u></b> Supply of furniture items like beds, sofa sets, chairs, table, dining sets, cots, workstation (modular), modular furniture and modular kitchen etc.	
		<b>1.4 <u>Civil interior works</u></b> Works like wooden flooring, wooden works, polishing work. blinds, name plates, signboards, glass, curtains, UPVC window & door etc.	
		<b>1.5 <u>Waterproofing</u></b> Waterproofing works and chemical treatment works though (authorised applicator)	
		<b>1.6 <u>Supply of civil items</u></b> Supply of carpentry and plumbing related items and services.	
2	<b>Electrical Work</b>	<b>2.1 <u>General repair and maintenance</u></b> General electrical repair and maintenance works, energy audit, wiring, panel works, cable laying, LAN cabling, telephone cabling, pump repair, transformer, circuit breakers maintenance, repair of electrical gadgets, DG Gen-Set etc.	
		<b>2.2 <u>Telecommunication and Security System works</u></b> Supply, repair and maintenance works of telecommunication equipment's EPABX system, Access Control Systems, intercom, CCTV, conference system, wireless set etc.	

		<b>2.3</b>	<b><u>AC &amp; HVAC works</u></b> Repair and maintenance works of split, Window, cassette AC, tower AC and HVAC related system	
		<b>2.4</b>	<b><u>Supply of electrical items</u></b> Supply of electrical items for day to day, maintenance works. i.e. tube lights, fans, exhaust fan, geysers, switch, sockets, cables, fuses etc.	
		<b>2.5</b>	<b><u>Supply of electrical Gadgets</u></b> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine UPS, Inverter, etc.	
3	<b>Other Work</b>	<b>3.1</b>	<b><u>Horticulture works</u></b> Supply of plats, fertilizers, seeds, pots, planters and horticulture related items	
		<b>3.2</b>	<b><u>Potted Flower/Florist supply/Planters</u></b>	
		<b>3.3</b>	<b><u>Housekeeping Services and Cleaning Items</u></b> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.	
		<b>3.4</b>	<b><u>Pest control works</u></b> Pest control services, sanitization, fogging, anti-termite treatments, rodent treatments, fumigation, fogging with Virax II 256 chemical.	
		<b>3.5</b>	<b><u>Scrap disposal</u></b> Disposal of the scrap material, metal, electronics items, unusable items, paper etc.	
		<b>3.6</b>	<b><u>Cleaning works</u></b> Water Tank's cleaning works of overhead and underground tanks, water tanker supplier	
		<b>3.7</b>	<b><u>Firefighting equipment &amp; services</u></b> Supply and maintenance of the firefighting equipment's i.e. fire extinguisher, fire alarm systems, fire hydrant, fire pump, other firefighting equipment.	
		<b>3.8</b>	<b><u>Cleaning &amp; repair of carpets/ chairs/ sofa venetian/curtains/blinds</u></b> Blinds, Curtains/Personal Computers/ Printers/Photocopier Machines, Work Stations etc.	
		<b>3.9</b>	<b><u>Supply of Nameplates, Flex Banners and Electrical/Electronic signage(LED Signboards)</u></b>	



		<b>4.0 <u>Printing</u></b> Printing of Bank's various publications for internal circulation & wider circulation. Bank's letterheads, envelopes of various sizes, registers, visiting cards, etc.	
		<b>4.1 <u>IT Hardware, Software &amp; Services</u></b> Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.	
		<b>4.2 <u>Office Stationery purchases</u></b> All office stationery items like white paper, ledger paper, register, pens, writing pads, envelopes, file boards, plastic folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal, etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs, etc.	
		<b>4.3 <u>Medical Equipments</u></b> All types of medical equipment like weighing machine, BP monitor, etc.	

**A. Purchase of Dead Stock Articles**

S. No.	Trade / Nature of Work	Annual Turnover (in Rs.)
1.	Mechanical / Electrical / Electronic equipments	5.00 lakh
2.	Office Furniture / Home Furniture	3.00 lakh
3.	Supply of nameplates, flex banners and electrical/electronic signage (Signboards)	1.00 lakh
4.	Office Stationery purchases	1.00 lakh
5.	Printing	1.00 lakh
6.	IT Hardware, Software & Services	1.50 lakh

**B. List of Trades for Repair and Maintenance Works**

1.	Repair & Renovation of Staff Quarters	Category: i. Up to 10.00 lakh	3.00 lakh
		ii. 10.00 lakh to 50.00 lakh	15.00 lakh
2.	Supply, Installation, Commissioning and Testing of Electrical Installations and Equipment	Category: i. Up to 10.00 lakh	1.00 lakh
3.		ii. 10.00 lakh to 50.00 lakh	10.00 lakh
4.	Housekeeping and Cleaning		5.00 lakh
5.	Pest Control		2.00 lakh
6.	Gardening works		3.00 lakh
7.	CCTV		0.50 lakh
8.	Potted Flower/Florist		0.50 lakh
9.	Cleaning of Water Tank		0.50 lakh
10.	Architect		0.50 lakh
11.	Fire Fighting		5.00 lakh

**B. Experience:**

The vendor must have an experience of having successfully completed similar works/ services in the last three years (**as on 31 March 2023**). At least one work should have been done in Autonomous body/ State or Central Government Department or Institution/ Govt. Institute, bank/ financial institution or any other reputed institution. The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past.